

**TOWN OF ACTON**  
**SIDEWALK COMMITTEE MEETING**  
**Minutes of July 13, 2011**

7:00 p.m.

Acton Memorial Library Conference Room

**Present:** Kate Chung, Bettina Abe, Dana Snyder-Grant, Dick Calandrella, Steve Evans, Sytske Campbell, Pam Cochrane, and Selectman John Sonner, as our Board liaison.

**Citizen Concerns:**

None expressed at this meeting. 1 via email re gaps in sidewalks on Willow St.: Bettina responded by email.

**Procedural Matters:**

The **June 2011 minutes** were approved.

**Swearing in** for this volunteer position is upcoming; those who are due will be notified by the town. We have one opening for an associate member.

Both chairs Kate and Bettina expressed their interest in turning over committee leadership, and are seeking volunteers for **the chair position**, ideally in September.

A brief outline of the chair duties:

Quarterly meeting with other committee chairs and Selectman.

Reserve the room.

Agendas, run the meeting.

Annual report.

The minutes were approved.

**Update from Engineering**

**Taylor Road**—next on list of survey projects to put out to bid. This is large project and Engineering does not have the manpower to devote the time to the survey, design, etc... They hope to work on it this summer to get this project going soon.

**High Street**— No progress. “hoping to send out the conceptual information to the abutters soon.” Engineering is still short-handed.

**Great Road**—design still in progress.

**Spruce Street** –Sidewalk to be repaired this summer.

**Quail Ridge** – has been restricted from building until an ‘owed’ sidewalk is done.

**Martin Street** survey and design “mostly done”.

Working on finalizing the easement documents for other completed sidewalk construction projects, such as Prospect and High St (#30-46).

**Summer Street** – field work to be scheduled – in the fall.

- Bettina to get clarifications: Summer St sidewalk includes Willow to Central? Summer St sidewalk to Boxborough Town line?

**Railroad Crossing Gates:** MA Dept of Public Utilities mandates a new style, including an 18’ high steel structure crossing the road, to mount a blinking light, for Route 111 in West Acton.

**South Acton Train Station Design**

The SATSAC committee has retained the MAPC (Metro Area Planning Council) to help the Town assess the multi-modal impact in and around the Train Station. The committee has had some concerns about the ways in which improvements to the train station and the ARRT might impact the neighborhood. The MAPC does not have the resources to conduct a full multi-modal traffic study. However, they offered their assistance to visit South Acton, familiarize themselves with the existing conditions and the proposed improvements (the Train Station & the ARRT) and make some suggestions as to ways to possibly mitigate impacts to pedestrians, vehicles, bicyclists, etc...

The MBTA has submitted their latest 60% design plan dated June 14, 2011 for the Train Station. There will be a pedestrian access to Maple Street, as well as new bike racks and space available for possible future bike lockers. These are in addition to the existing bicycle racks and lockers at the commuter lot.

**Route 111: West Acton– Sargent Memorial Library, Boxboro**

No update.

**July 25 There will be an all Acton Boards and Committees chairs discussion with Mike Gowing.** We should establish 2-3 Goals for the sidewalk committee.

After some discussion, we established these:

**Sidewalk Committee Goals 2011**

<b>1-3 Goals</b>	<b><i>Date to be Completed</i></b>	<b>Interaction / Collaboration with other Committees and Staff</b>
<b>Goal 1</b> Complete current list of sidewalk projects <ul style="list-style-type: none"> <li>• Great Road</li> <li>• High Street</li> <li>• Summer Street</li> <li>• Taylor Road</li> <li>• Martin Street</li> </ul>	2012 2013 2012 2014 2012	Engineering Staff, also: 2020 committee, Finance Committee, Conservation Commission, Transportation Advisory Committee, Historical Commission, South Acton Train Station Advisory Committee.
<b>Goal 2</b> Prioritize next set of sidewalks	June 2012	
<b>Goal 3</b> Compile a list of sidewalks owed to the town from developers. Develop a system for tracking money donating to the sidewalk fund (restricted and unrestricted).	June 2012	

**Special Needs the Committee has (staff, resources, other):**

- Engineering Staff. Unfilled positions should be filled.
- Funds for construction
- New Associated Member for Sidewalk Committee

**Other staff, committees, members who are essential in meeting goals:**

Same as above

Meeting adjourned at 8:26 p.m.

Respectfully,  
Steve Evans

***Open Meeting law requires that the following must be included in the minutes:***

- ✓ Date, place, time and matters discussed.
- ✓ Summaries of discussions
- ✓ List of documents used
- ✓ Decisions made
- ✓ Actions taken
- ✓ Record of all votes (yeas, nays and abstentions).
- ✓ A list of all documents and other exhibits, such as photographs, recordings, maps and presentations used by the body at the open or executive session.

**Future Meetings Planned:** (All at 7pm at the Acton Memorial Library Conference Room, on the second Wednesday of the month)

**August 10**

September 14

October 12

November 9

December 14